



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

8 MAR 2001

MEMORANDUM FOR ALMAJCOM/SV/LG

FROM: HQ USAF/ILV
1770 Air Force Pentagon
Washington DC 20330-1770

SUBJECT: *Leisure Travel Service Policy*

This memorandum establishes Air Force policy for providing leisure travel services. Effective immediately, leisure travel services are to be separated from Air Force official contracts as indicated in the third paragraph below. For now, nonappropriated fund (NAF) official travel will continue under base-level appropriated fund official travel contracts.

A recent Air Force NAF Purchasing Office (AFNAFPO) "request for proposal" announced the Air Force's intention to seek a contractor to assist in providing leisure travel services. The resulting contract should be awarded 31 Mar 01. Specifically, the contractor will provide leisure ticketing (air and nonair); web-based software; Information, Ticket, and Tour (ITT) Office staff training; and a leisure travel web page.

Each base ITT leisure travel operation will commence upon the expiration of current leisure travel operations under existing contracts; details will be coordinated through the MAJCOM staffs and the Air Force Services Agency. Implementation is planned to be phased-in, base-by-base, over approximately 24 months. The initial offices should open in Apr 01. In the interim, continue to award short-term (i.e., six months period of performance) bundled official/leisure contracts or options to continue providing travel services. Contracts/options should include provisions for the removal of leisure travel services when ITT operations are ready for business.

This is a coordinated SAF/AQC, AF/ILT, AF/ILV memo. Points of contact for this initiative include: Mr. Jerry Lonsway (AF/ILTT) DSN 227-9561; Maj Jon Grammer (AF/ILVP), DSN 664-4928; Ms. Betsy Ann Matich, (SAF/AQCO), DSN 425-7026; and Ms. Denise Lanier (DSN 487-4406), HQ AFSVA/SVPAR.


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